



STATE OF TENNESSEE

Permanency Plan
Enhancement Training:
Phase 1

05/02/2016

Objectives

- Reduce duplication in TFACTS by focusing on strengths, needs, and action steps, rather than telling a narrative story.
- Make entry of information more intuitive and easier for workers by consolidating information to a single screen for improved workflow and efficiency.
- Integrate TFACTS functions so that information is entered once and then reused throughout the permanency planning process.

Design/Development Approach

- When TFACTS was implemented in 2010, it was largely a “feature-driven” system.
 - Feature-driven development focuses more on features or functions themselves than the integration of features/functions into a business workflow.
- Starting with the Permanency Plan project, TFACTS design/development will be “process-driven”.
 - Process-driven design/development focuses on the workflows – the way the work is actually done – and ensures the system compliments and supports the work instead of creating additional work.

Overview of Phase 1

Phase 1 of the Permanency Plan Enhancement includes changes or new functionality to the following areas:

- Child and Family Team Meetings (CFTM)
- Strengths and Needs
- Action Steps
- External Assessments
- Immediate Protection Agreements
- Collateral Contacts
- Consultations

Person Overview Screen

- Changes will be made to the Person Overview Screen so that it will start to function more like a “Home” page for a person.
- Allow quick/easy access to areas of TFACTS to review or record information involving a person.
- After Phase 1 implementation, you will be able to document the following from the Person Overview screen:
 - CFTM's
 - Collateral Contacts
 - Consultations
 - External Assessments
 - IPA's

ACCESSING THE PERSON OVERVIEW SCREEN

Accessing Person Overview Screen

TN Department of Children's Services TRACS **SIT** home | search | incident reporting | help & training | customer care | log off
Logged In: _____

Home **Intake** **Case** **Resource** **Financial** **Administration**
Workload Desktop Calendar Approvals | help |


E Viewing for Work (18) 0 Reassign End

Supervises

Type	ID	Name	Assignment	Role
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	
Select Recordings Case Status: Open Case Status Date: 09/10/2014 Organization: Knox Region				
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	
Ongoing Case			SS Custody Worker	

1 2 10 Items per page 11 - 18 of 18 items

Accessing Person Overview Screen (CPS)



TFACYS

SIT

[home](#) | [search](#) | [incident reporting](#) | [help & training](#) | [customer care](#) | [log off](#)

Logged In: | [Knox Region]

Case > Workload > Investigation > Investigation Topics

Investigation Header

Investigation ID: 1
Priority: 2

Investigation Name:
Response Due Date/Time: 09/14/2015 11:59 PM (CT)

Investigation Status: Open
Track: Assessment

Organization: Knox Region

Investigation Persons

Investigation Persons List

Result(s) 1 to 2 of 2

Page 1 of 1

	Investigation Name	Intake Participant ID	Name	Role(s)	Person ID	Age	DOB	Gender	Begin Date
select	<input type="radio"/>		Last Name, First Name	Alleged Child Victim (ACV)		10 Mos (Est)			09/10/2015
select	<input checked="" type="radio"/>		Last Name, First Name	Alleged Perpetrator (AP), Birth Mother		27 Yrs	()	Male	09/10/2015

Add Person

Was Methamphetamine a contributing factor in this investigation?

Was exposure to clandestine laboratories that manufacture Methamphetamine a contributing factor in this investigation?

Was drug involvement (use, sale or manufacturing) a contributing factor in this investigation?

Person Overview Screen

Person Home Page

Person ID:

Name:

Address:

Phone/Contact:

Gender: Male

DOB: 07/30/

Age: 3 Yrs

Employee: No

Person Quick Links

[Person Profile](#)

[Education](#)

[Health](#)

[Financial](#)

[Assessment History](#)

[Person Characteristics](#)

[Legal History](#)

[TFACTS History](#)

[Relationship History](#)

[AFCARS Summary](#)

[Scan Documents](#)

[Monthly Summary](#)

[Military History](#)

[Merge History](#)

[Person Association](#)

Quick Actions:

Select an action...

Electronic Case File

01/14/2013

Placement - Completed - Case ID 2886655

[select](#)

01/14/2013

IV-E Eligibility - Complete - Eligibility ID 317019 - This will be a summary.

01/14/2013

Custody Episode - Open - Case ID 2886655

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Close

STRENGTHS & NEEDS

Strengths and Needs (formerly Concerns)

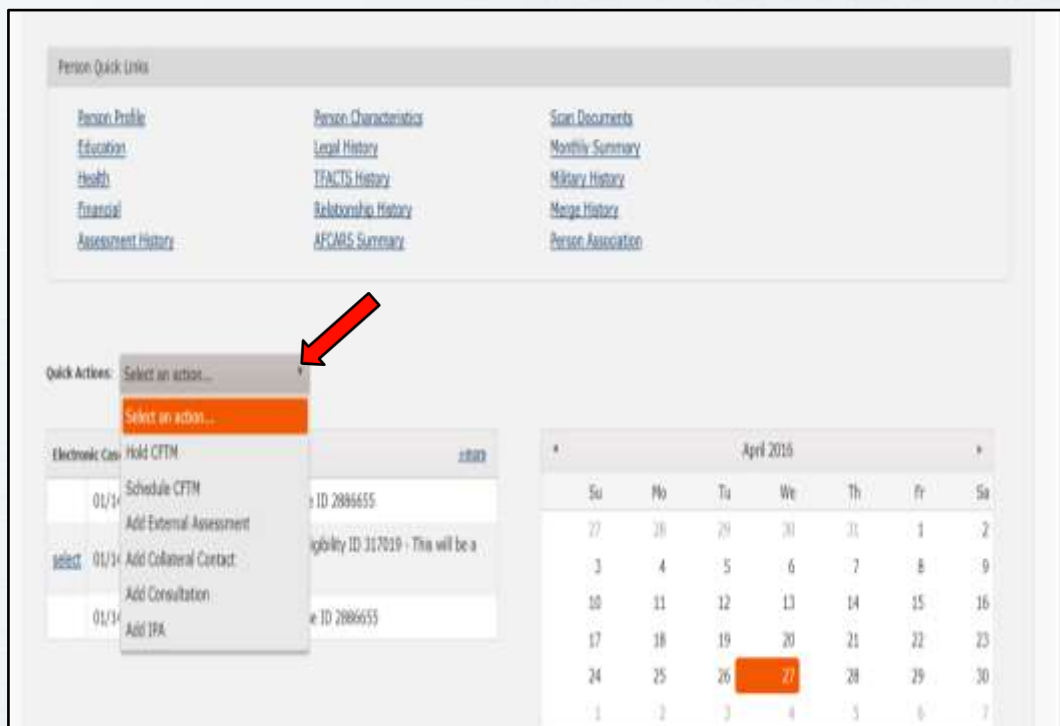
- The focus of TFACTS is changing to now be focused on the strengths, needs, and actions concerning the child and family.
- Want to target the action that was performed – “This is what we did.” “How did we find out this information?”
- Once strengths and needs are created they will populate into new actions and the user will be able to review the strength/need/action step and document movement of progress.

Strengths and Needs (Continued)

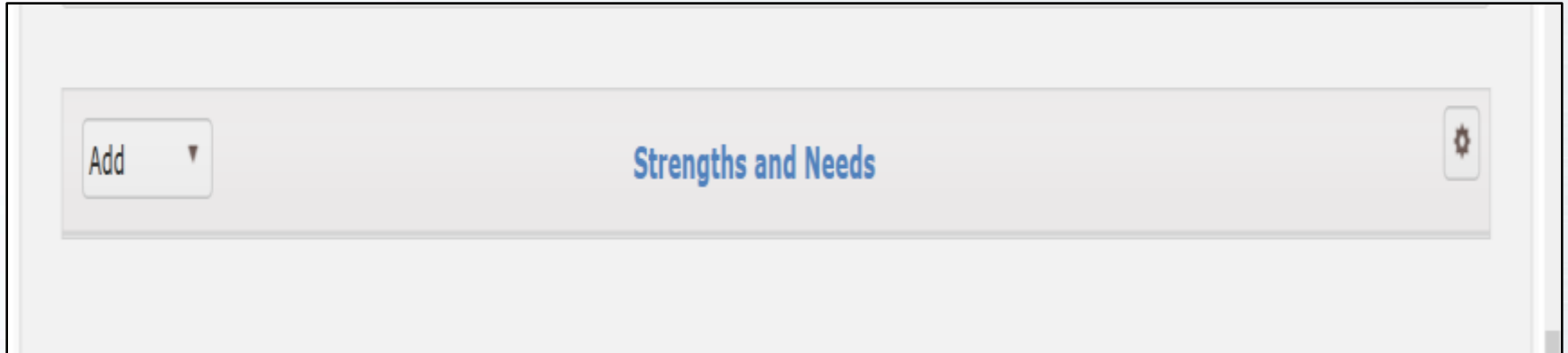
- The user can continually update the strength and need records so it will show the progress of the family in real time.
- Will provide a more current view of the strength/need/action step.
- Will be able to access historical records of strengths and needs to view progress.

Strengths and Needs (formerly Concerns)

- Strengths and Needs can now be directly entered inside any of the “Quick Actions” that can be performed on the Person Overview screen.
- CFTM
- External Assessments
- Collateral Contacts
- Consultations
- Immediate Protection Agreements



Adding a Strength Record



Adding a Strength Record

The screenshot shows a web application interface with a modal window titled "Add Strength". The modal contains the following fields and controls:

- Child Concerning:** A dropdown menu.
- Permanency Goal [Target Date]:** A dropdown menu.
- Status:** A dropdown menu.
- Select:** A button.
- Add:** A button.
- Family Story:** A section header.
- Clear:** A button.
- Parent/Child Visit:** A section header.

The "Add Strength" modal window includes the following fields and controls:

- Concerned Person: *** A text input field.
- Description:** A text input field.
- Begin Date: *** A date input field with a calendar icon.
- Category:** A dropdown menu.
- Status:** A dropdown menu, currently set to "Pending".
- Save:** A button.
- Save & Add Another:** A button.
- Cancel:** A button.

Strength & Need Categories

Strengths and Needs can be created for the following types:

- | | | |
|------------------------|--------------------------------|-------------------------|
| • Aggression | • Grief/Loss | • Residential Stability |
| • Assault | • Health Insurance | • Resources |
| • Attachment | • Home Maintenance | • Runaway |
| • Criminal Activity | • Immigration | • Safety |
| • Danger to Others | • Independent Living Skills | • Self Mutilation |
| • Delinquencies | • Job Functioning | • Sexual Abuse |
| • Developmental Delays | • Marital Conflict | • Sexual Aggression |
| • Discipline | • Mental Health | • Sexual Offender |
| • Domestic Violence | • Neglect | • Sexual Reactive |
| • Education | • Other Behaviors | • Social Functioning |
| • Emotional Abuse | • Other Self Harm | • Substance Use/Abuse |
| • Employment | • Parenting | • Suicide Risk |
| • Family Conflict | • Physical Abuse | • Support System |
| • Family Extended | • Physical Condition of Home | • Transportation |
| • Family Functioning | • Physical Health | • Trauma |
| • Financial Resources | • Preparation for Adult Living | • Vocational |
| • Fire Setting | • Relationship | |

Adding a Strength Record

Permanency Goal(s)

Child Conc...

Select

Add ▼

Family Story

Clear

Parent/Child Visit:

Add Strength

Please fill out the information below to add a Strength.

Concerned Person: *

Last Name, First Name

Begin Date: *

05/16/2016

Category:

Attachment

Social, Medical:
& Educational
Needs Addressed?

Yes

Description:

Strength narrative is entered here.

Status: Pending

Save

Save & Add Another

Cancel


Adding a Strength Record

Add ▾

Strengths and Needs

Last Name, First Name (changed) STRENGTH

Strength narrative is entered here.



Add ▾

Strengths and Needs

Last Name, First Name (changed) STRENGTH

Strength narrative is entered here.

i

Concerned Person: Last Name, First Name

Begin Date: 05/16/2016

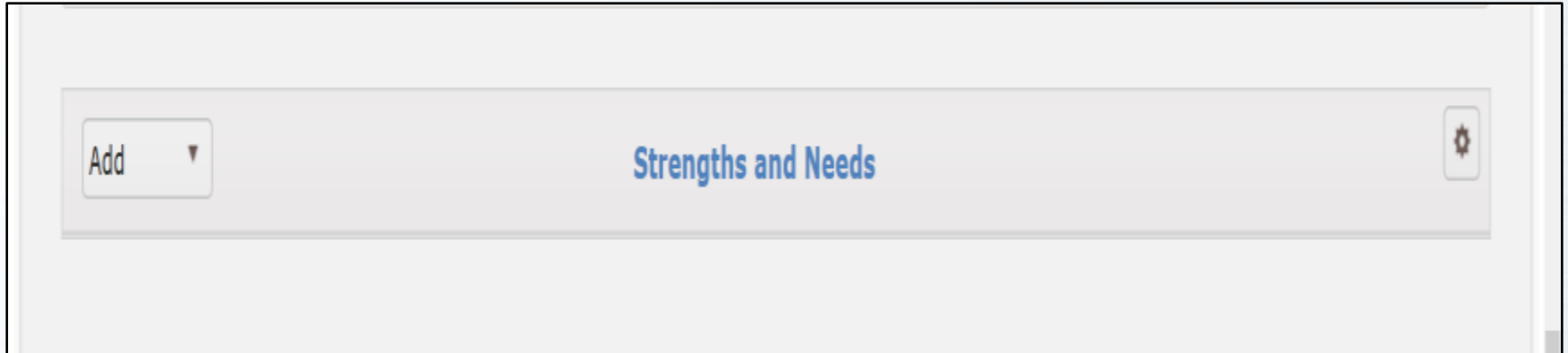
Category: Attachment

Social, Medical: & Educational Needs Addressed? Yes

Status: Pending

Description: Strength narrative is entered here.

Adding a Need Record



Adding a Need Record

The screenshot shows a web application interface with a modal dialog titled "Add Need". The dialog contains the following fields and controls:

- Concerned Person:** A text input field with a red asterisk indicating it is required.
- Begin Date:** A date picker control with a red asterisk indicating it is required.
- Category:** A dropdown menu.
- Status:** A text field displaying "Pending".
- Description:** A large text area.
- Desired Outcome:** A large text area.
- Buttons:** "Save", "Save & Add Another", and "Cancel".

The background of the application shows various sections like "Permanency Group", "Child Concern", "Family Story", and "Parent/Child Visit", along with buttons like "Add", "Delete", "Select", and "Clear".

Adding a Need Record

Permanency Goal(s)

Child Conc...

Select

Add ▾

Family Story

Clear

Parent/Ch...

Add Need [X]

Please fill out the information below to add a Need.

Concerned Person: * Last Name, First Name

Begin Date: * 05/16/2016 [Calendar Icon]

Category: Education ▾

Social, Medical: & Educational Needs Addressed? Yes ▾

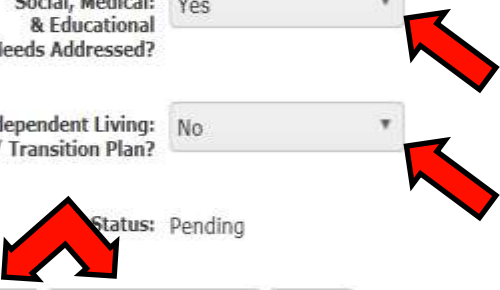
Independent Living: / Transition Plan? No ▾

Status: Pending

Description: Need narrative is entered here.

Desired Outcome: Desired outcome narrative is entered here.

Save Save & Add Another Cancel



Adding a Need Record

Add ▾

Strengths and Needs

Last Name, First Name


(changed) **STRENGTH**

Strength narrative is entered here.

Last Name, First Name

(changed) **NEED**

Need narrative is entered here.




Last Name, First Name

(changed) **NEED** ✕

Need narrative is entered here.

Concerned Person: * Last Name, First Name

Begin Date: * 05/16/2016 

Category: Education ▾


Social, Medical: & Educational As Addressed? Yes ▾

Independent Living: / Transition Plan? No ▾

Status: Pending

Description: Need narrative is entered here.

Desired Outcome: Desired outcome narrative is entered here.



Adding Action Steps

Action steps will be able to be added to Need Records using the following types:

- Custody Recommendation
- Diligent Search
- External Assessment
- Placement Recommendation
- Recommendation
- Recruitment
- Restriction
- Strength
- Other

Add

Strengths and Needs

Last Name, First Name

(changed) STRENGTH

Strength narrative is entered here.

Last Name, First Name

(changed) NEED

Need narrative is entered here.

i

+

+

+

Add Action Step

Add Action Step

Type

Custody Recommendation

Diligent Search

External Assessment

Placement Recommendation

Recommendation

Recruitment

Restriction

Strength

Other

Action Steps

Family Story

Clear

Adding Action Steps

(changed) **STRENGTH**

Strength narrative is entered here.

Need narrative is entered

Add Action Step

OTHER

Start Date:* 05/16/2016

Expected Completion Date:

Narrative:

Action step narrative will be entered here.

Save Save & Add Another Cancel

Clear

Family Story

Parent/Child Visit:

Adding Action Steps

Add Action Step

Action Steps

(changed) OTHER

Action step narrative will be entered here.

Narrative:

Action step narrative will be entered here.

Start Date:

05/16/2016

Expected Completion Date:

Responsible Persons

Person ID

Name

10 items per page

No items to display

Add

Delete

In Progress?

No

Adding Progress

Strengths & Needs

Choose an action...

Last Name, First Name

NEED

CFTM Need

Progress Status:

Review End Date:

Review Status:

Draft

What Has Changed:

Last Name, First Name

STRENGTH

CFTM Strength

Last Name, First Name

NEED

Old CFTM Need

Last Name, First Name

STRENGTH

Strength Narrative entered here

Last Name, First Name

NEED

Need entered here.

Adding Progress

Add ▾

Strengths and Needs

⚙

Last Name, First Name

NEED

The parents have children in state custody.

☰

📄

📊

Progress Status:

Review End Date:

Review Status:

What Has Changed:

▾

Action Steps Completed

Action Steps Not Completed

Limited Progress Demonstrated

No Progress Demonstrated

Progress Demonstrated

Last Name, First Name

NEED

The parents need stable housing. The father reports residing with his mother and is on a waiting list for housing. Mother is reportedly

Last Name, First Name

NEED

The are concerns about appropriate supervision and the parents not setting appropriate boundaries.

🔍 130% ▾

QUICK ACTIONS:

Child and Family Team
Meetings (CFTM)

Schedule, Reschedule, Cancel,
Hold

Child and Family Team Meetings (CFTM's)

- The CFTM module of TFACTS has been completely re-designed during Phase 1.
 - You can still schedule a CFTM in TFACTS, but it will not be required in order to document the actual meeting.
 - Other options include Reschedule, Cancel, or Hold a CFTM.
 - CFTM details will now be all on one screen!
- Strengths and Needs (formerly Concerns) already recorded in TFACTS will pre-populate in the CFTM.
 - Staff won't have to re-enter.
 - Easy access to the information without having to click to a different module.
 - Can update or create new Strengths and Needs directly from the CFTM.


Schedule CFTM



- Choose from 28 different CFTM Types.
- Ability to select multiple CFTM types at the same time.
- Ability to designate roles and invitee status all on one screen.

Schedule CFTM

Person Homepage

CFTM Schedule

Scheduled Meeting Date: 

Scheduled Meeting Time:  CT 

CFTM Type(s):

Location Type:

Location:

Phone Conf. Number:

Phone Conf. Code:

Video Conf. Number:

Video Conf. Code:

Participants

Person ID	Name	Role
#####	Last Name, First Name	

10 items per page 1 - 1 of 1 items

Add

Status: Draft

Apply Save Cancel

Schedule CFTM

Person Links

Person Profile	Person Characteristics	Scan Documents
Education	Legal History	Monthly Summary
Health	TFACTS History	Military History
Financial	AFCARS Summary	Merge History
Assessment History	Person Association	

Quick Actions: Select an action...

Electronic Case File

+more

select	06/03/2016	CFTM - Scheduled for 06/24/2016
	07/17/2015	ICPC Instance
	06/17/2015	Placement
	05/14/2015	Placement
select	05/14/2015	IV-E Eligibility - Complete - Eligibility ID - This will be a summary.

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Close

Reschedule or Cancel CFTM

Person Links

Person Profile	Person Characteristics	Scan Documents
Education	Legal History	Monthly Summary
Health	TFACTS History	Military History
Financial	AFCARS Summary	Merge History
Assessment History	Person Association	

Quick Actions: Select an action...

Electronic Case: 06/03/2016

select

07/17/2016

06/17/2016

05/14/2016

select

05/14/2016

Eligibility ID 435370

Close

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Reschedule CFTM


Person Homepage


CFTM Header

Child Concerning: Last Name, First Name

CFTM Type(s): FSW - Initial Non-Custody

CFTM Reschedule

Scheduled Meeting Date: * 03/22/2016 

Scheduled Meeting Time: * 09:30 AM  ET ▼

Location Type: * DCS Office ▼

Location:

Phone Conf. Number:

Phone Conf. Code:


Video Conf. Number:

Video Conf. Code:

Reschedule Reason:

Apply Save Cancel

Cancel a Scheduled CFTM



SIT

[home](#) | [search](#) | [incident reporting](#) | [help & training](#) | [customer care](#) | [log off](#)

Logged In: [Knox Region]

[help](#)

Person Homepage

CFTM Cancel

CFTM Type(s): Initial Permanency Plan Custody

Child(ren) Concerning: Last Name, First Name

Cancel Reason:

Cancel reason narrative will be entered here.

Apply

Save

Cancel

Hold a CFTM

Person Quick Links

[Person Profile](#)
[Education](#)
[Health](#)
[Financial](#)
[Assessment History](#)

[Person Characteristics](#)
[Legal History](#)
[TFACTS History](#)
[Relationship History](#)
[AFCARS Summary](#)

[Scan Documents](#)
[Monthly Summary](#)
[Military History](#)
[Merge History](#)
[Person Association](#)

Quick Actions: Select an action...

Electronic Case

select

04/27

01/14

01/14

01/14

Cancel CFTM

Hold CFTM

Reschedule CFTM

Schedule CFTM

Add External Assessment

Add Collateral Contact

Add Consultation

Add IPA

+more

1041603 - This will be a summary,

se ID 2886655

igibility ID 317019 - This will be a

se ID 2886655

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Close

Hold a CFTM

Address: KNOXVILLE, TN 37915 Age: 17 Yrs
Phone/Contact: Employee: No

Person Details

[Person Profile](#) [Person Characteristics](#) [Scan Documents](#)
[Education](#) [Legal History](#) [Monthly Summary](#)
[Health](#) [TFACTS History](#)
[Financial](#) [Relationship](#)
[Assessment History](#) [AFCARS Summary](#)

Person Association

Quick Actions: Select an action...

Select CFTM to Hold

Schedule Meeting Date	CFTM Type(s)
04/20/2016 02:00 PM CT	Initial Permanency Plan Custody

Select New

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Electronic Case File

select	04/20/2016	CFTM - Scheduled - CFTM ID 1041464 - This will be a summary.
	12/07/2015	Placement - Completed - Case ID 2754147
select	11/01/2015	Monthly Summary - Completed - Monthly Summary ID 38110 -

Hold a CFTM (Meeting Info. & Participants)

Hold CFTM

CFTM Schedule

Actual Meeting Date:

Were TennCare Appeal Rights explained?

Actual Meeting Time: CT

Did most members agree with the team's decision(s)?

CFTM Type(s): Initial Custody X
 Initial Permanency Plan Custody X

Location Type:

Location:

Phone Conf. Number: Code:

Video Conf. Number: Code:

Participants

Person ID	Name *	Role	Participation Method	NOA Given	Invited
	Elijah, Deborah				<input checked="" type="checkbox"/>
	Harper, Benjamin				<input checked="" type="checkbox"/>
	Last Name, First Name	Child Concerning			<input checked="" type="checkbox"/>

10 items per page

1 - 3 of 3 items

Add

Delete

Hold a CFTM (Perm Goals, Strengths & Needs, Family Story)

Permanency Goal(s)

Child Concerning	Permanency Goal [Target Date]	Status	Changed
Last Name, First Name			No

Select

Add

Strengths and Needs

Family Story

Clear


Hold a CFTM (Visits, Efforts, Next CFTM)



Parent/Child Visit:

Sibling Visit:

Is there any new information available on absent/uninvolved parents, grandparents, adult relatives or significant kin at this time?
What efforts have been made to locate, contact or engage them?

Optional Narrative:

Next Meeting Date: 

Next Meeting Time:  CT 

Status: In Progress

Print Approval

Apply Save Cancel

QUICK ACTIONS:

External Assessments

External Assessments

- Assessments that are completed by a non-DCS professional.
 - Allows staff to track information for assessments performed by sources outside DCS.
 - Strengths and Needs previously recorded for the Concerned Person will display on the External Assessment screen.
 - Narrative regarding the External Assessment may be typed into the Assessment Summary narrative field.
 - The Document button allows the assessment document to be uploaded to that External Assessment record.
 - Options for External Assessment include: Add, Delete, Update, Upload, and View.

Assessment Types

- AD Assessments
- Bonding Assessments
- Competency Evaluations
- Educational Assessments
- EPSDT Dental
- EPSDT Medical
- Forensic Medical Evaluations
- Forensic Psychological Evaluations
- IQ Testing Evaluations
- Mental Health Assessments
- Parenting Assessments
- Psychiatric Evaluations
- Psychological Evaluations
- Psychosexual Evaluations
- Sexually Focused Assessments
- Therapeutic Visitation Assessments
- Vocational Assessments
- Other Medical Evaluations
- Other Specialized Assessments

External Assessments

External Assessment

Concerned Person: Last Name, First Name Person ID: #####

Assessment Date: 04/04/2016 Assessment Received Date: 04/04/2016

Assessment Type: * Conducted By: Staff/Agency Name

Strengths & Needs

Choose an action...

Last Name, First Name STRENGTH

CFTM Strength narrati

Last Name, First Name NEED


CFTM Need narrative entered here.

Assessment Summary:

Status: In Progress

Document

Apply Save Cancel



QUICK ACTIONS:

Collateral Contacts

Collateral Contacts

- Collateral Contacts are conversations, by telephone, in-person, or in writing that the worker has with persons on behalf of the client.
- This includes any professional providing formal services (e.g., therapists, teachers) and others important to the client (e.g., neighbors, ministers).
- Collateral Contacts can be used to document Diligent Search Efforts. (Face-to-Face contacts will continue to be entered via Case Recordings)

Collateral Contacts

- Contact Methods for Collateral Contacts will include:
 - Attempted Call
 - Attempted Face to Face
 - Correspondence
 - DCS Not Present
 - E-mail
 - Face to Face
 - Mail
 - Missed Visit
 - Notation
 - Other
 - Phone
 - Video Conference

Adding Collateral Contacts

Collateral Contact

Contact Date:

Contact Method:

Contact Time:

Participants

Person ID	Name *	Role
####	Last Name, First Name	

10 items per page

1 - 1 of 1 items

Add

Strengths & Needs

Choose an action...

Narrative:

Status: In Progress

Apply

Save

Cancel

QUICK ACTIONS:

Immediate Protection Agreements (IPA's)


Immediate Protection Agreements


An agreement between Parent/Caretakers and DCS created when a parent/caretaker's access to the child needs to be limited due to concerns for the safety of the child.

- TFACTS will display any active Strengths and/or Needs for persons added to the IPA.
 - Can also add a new or update an existing Strength and Need from the IPA screen.
 - While the IPA is NOT a non-custody perm plan, the strength and need records created here will easily pull over to a perm plan so they will not have to be reentered.
- Options for IPA's include: Add, Delete, Update, and View.

Immediate Protection Agreements

IPA

IPA Date: 04/25/2016 

Date Legal Counsel Notified: 04/25/2016 

Participants


Person ID	Name	Role	Action Step Role	Signature Date
	Caregiver Name	Caregiver		04/25/2016
	Child Name	Child Concerning		04/25/2016
	Caregiver Name	Caregiver		04/25/2016

10 items per page 1 - 3 of 3 items



Add Delete

Strengths & Needs


Choose an action...

Last Name, First Name NEED 

IPA Need will be entered here.

Concerned Person: * Last Name, First Name

Begin Date: * 04/25/2016 

End Date:

Category: Domestic Violence

Status: Pending

Description: IPA Need will be entered here.

Desired Outcome: * Desired Outcome will be entered here.

Immediate Protection Agreements

Action Steps

Add Action Step: ▾

Action Step Restriction entered here.

Start Date: 04/25/2016

Expected Completion Date: 04/29/2016

Restriction Type: Parent / Caregiver And... ▾

Restricted Person: Last Name, First Name Search

RESTRICTION ⓘ

- In-Home Restrictions / Modifications
- Interruption / Modification of Visitation
- Non-Custodial Placement of Child(ren)
- Other
- Parent / Caregiver And Child(ren) Leave Current Residence
- Restraining Order: Non-Parent / Caregiver
- Restraining Order: Parent / Caregiver

Authorizing Persons

Person ID	Name
No items to display	

Add Delete

Responsible Persons

Person ID	Name
	Last Name, First Name
	Last Name, First Name

1 - 2 of 2 items

Add Delete

Status: Draft ▾

QUICK ACTIONS: Consultations

Consultations

- Consultations are conversations that take place between parties internal to DCS.
 - For example, a case manager may discuss specifics related to the progress of a concern with legal and from that conversation, new action steps and/or needs may arise.
- Case Consultations may result in updating actionable items, such as Strengths, Needs, and Action Steps associated with Needs.


Consultations Types


- 60 Day Review
- 90 Day Review
- 6 month Review
- 9 month Review
- Backlog Review
- CANS/FAST Consultation
- Case Closure Conference
- Case Transition
- COE Consultation
- CPIT
- DCS Ed Specialist
- DCS Nurse
- DCS Psychologist
- High Risk Review/Safety Plan Review
- Initial Custody Review/Health Unit Review
- Legal Consult
- Monthly Review
- MSW Review
- Severe Abuse Review
- Supervisor/CM Case Conference
- Other

Consultations

Person Homepage

Consultation

Consultation Date: * 

Consultation Time: *  CT ▾

Consultation Type: ▾

- 60 Day Review
- 90 Day Review
- 6 month Review
- 9 Month Review
- Backlog Review
- CANS/FAST Consultation
- Case Closure Conference
- Case Transition
- COE Consultation
- CPIT
- CVS Ed Specialist

Participants

Add

Strengths & Needs

Choose an action... ▾

Narrative:

Status: In Progress ▾

Apply Save Cancel

PERSON ASSOCIATIONS

Person Association

- Persons associated together can easily be added to future actions.
- Associations will reciprocate as long as both persons have a gender listed in their Person Profile.
- Can choose between Relational and Non-Relational associations.

Person Association

Person Home Page

Person ID: #####
Name: Last Name, First Name
Address:
Phone/Contact:

Gender: Male
DOB:
Age:
Employee: No

Person Quick Links

[Person Profile](#)
[Education](#)
[Health](#)
[Financial](#)
[Assessment History](#)

[Person Characteristics](#)
[Legal History](#)
[TFACTS History](#)
[Relationship History](#)
[AFCARS Summary](#)

[Scan Documents](#)
[Monthly Summary](#)
[Military History](#)
[Merge History](#)
[Person Association](#)

Quick Actions: Select an action...

Electronic Case File

	01/14/2013	Placement - Completed - Case ID	
select	01/14/2013	IV-E Eligibility - Complete - Eligibility ID	- This will be a summary.
	01/14/2013	Custody Episode - Open - Case ID	

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Close

Person Association

Associations					
Last Name, First Name					
Person Name (is a)	Category	Association	Begin Date	End Date	
Last Name, First Name	Relational	Birth Father	07/19/2015		
Last Name, First Name	Relational	Birth Mother	06/06/2014		
Last Name, First Name	Non-Relational	Counselor	12/03/2015		
Last Name, First Name	Non-Relational	DCS Paid Private Provider Agency Staff	12/09/2015		
Last Name, First Name	Non-Relational	DCS Paid Private Provider Agency Staff	09/27/2015		
Last Name, First Name	Non-Relational	DCS Paid Private Provider Agency Staff	11/12/2015		
Last Name First Name	Non-Relational	Grandparent	09/29/2015		
Last Name, First Name	Non-Relational	Guardian Ad Litem	10/28/2015		
Last Name, First Name	Relational	Half Brother	12/18/2014		
Last Name, First Name	Non-Relational	Mental Health Personnel	12/03/2015		
1 - 10 of 17 items					
10 items per page					
Add Delete					

Adding an Associated Person to an Action

Select Person

Associated Persons

Associated Persons

Associated Persons + Related Work Items

Associated Persons + All Work Items

Last Name, First Name	Age	Association(s)
	N/A	N/A
	41	Daughter
	47	Husband, Son
	54	Wife, Birth Father
	N/A	N/A
	31	None, Daughter, First Cousin, Birth Father, Half Sister, Son, Grandmother
	3	Grandparent, Mental Health Personnel, Parent Attorney, Resource Parent, Other Non-relative, Guardian Ad Litem, Counselor, Brother, Birth Mother, Half Sister, Relative, Son, DCS Paid Private Provider Agency Staff
	N/A	Other Non-relative
	31	Adoptive Son, Adoptive Daughter, Husband
	33	Adoptive Son, Wife, Adoptive Daughter

1 - 10 of 17 items

Select Person Search

ELECTRONIC CASE FILE

Electronic Case File

- Will display the most recent events/actions concerning the person on their Person Overview screen.
- Allows for easy completion of “In-Progress” actions .
- Security access will determine ability to open/view a file.
- Can be expanded to filter and search all events/actions connected to the person.
- Does not just display events/actions that are added from the Person Overview screen.

Electronic Case File Event Types

- CFTM
- CPS Case
- Case Service
- Collateral Contact
- Consultation
- Court Finding
- Custody Episode
- EFCS Program Eligibility
- External Assessment
- FAST Assessment
- FCIP Instance
- FSS Instance
- Family Story
- Home Study
- ICJ Instance
- ICPC Instance
- IL Program Eligibility
- IPA
- IV-E Eligibility
- Monthly Summary
- Need
- Permanency Goal
- Placement
- Relative Caregiver
- Resource
- Safety Assessment
- Strength
- Subsidy
- YLS Assessment

Electronic Case File

Person Links

[Person Profile](#)
[Education](#)
[Health](#)
[Financial](#)
[Assessment History](#)

[Person Characteristics](#)
[Legal History](#)
[TFACTS History](#)
[Relationship History](#)
[AFCARS Summary](#)

[Scan Documents](#)
[Monthly Summary](#)
[Military History](#)
[Merge History](#)
[Person Association](#)

Quick Actions: Select an action...

Electronic Case File +more

[select](#) 04/27/2016 Collateral Contact - In Progress - Collateral Contact ID 338 - This will be a summary.

[select](#) 04/25/2016 External Assessment - Completed - External Assessment ID 371 - This will be a summary.

[select](#) 04/25/2016 Consultation - Completed - Consultation ID 268 - This will be a summary.

[select](#) 04/25/2016 Need - Pending - Need ID 367 - This will be a summary.

[select](#) 04/25/2016 Strength - Pending - Strength ID 145 - This will be a summary.

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Close

Electronic Case File

Electronic Case File Search Criteria

From Date: 04/01/2016

To Date:

Event Type(s):

Include 'Created In Error' events: ☐

Search

Clear Form

Search Results

	Event Date	Event Summary	Status	End Date
select	04/19/2016	Collateral Contact - Completed - Collateral Contact ID 233 - This will be a summary.	Completed	04/20/2016
select	04/11/2016	External Assessment - In Progress - External Assessment ID 265 - This will be a summary.	In Progress	04/20/2016
select	04/11/2016	Consultation - In Progress - Consultation ID 162 - This will be a summary.	In Progress	04/20/2016
select	04/10/2016	Collateral Contact - In Progress - Collateral Contact ID 151 - This will be a summary.	In Progress	04/20/2016
select	04/04/2016	Collateral Contact - In Progress - Collateral Contact ID 152 - This will be a summary.	In Progress	04/20/2016

1

1 - 5 of 5 items

Electronic Case File

Electronic Case File Search Criteria

From Date:

To Date:

Event Type(s):

CFTM

CPS Case

Case Service

Collateral Contact

Consultation

Court Finding

Custody Episode

EFCS Program Eligibility

Include 'Created In Error' events:

Search

Clear Form

Search Results

Event Date

0

ary

Status

End Date

No items to display

Close

Electronic Case File – Tracking Strengths & Needs

Electronic Case File Search Criteria

From Date:

To Date:

Event Type(s):

Include 'Created In Error' events: ☐

Search

Clear Form

Search Results

	Event Date	Event Summary	Status	End Date
select	04/26/2016	Need - Pending - Need ID 353 - This will be a summary.	Pending	04/30/2016
select	04/21/2016	Need - Open - Need ID 276 - This will be a summary.	Open	04/30/2016
select	04/19/2016	Need - Open - Need ID 352 - This will be a summary.	Open	04/30/2016

<

1

>

⌂

10 items per page

1 - 3 of 3 items

Close

Electronic Case File – Tracking Strengths & Needs

Need History

Basic Info

Full Name: Last Name, First Name

Status: Open

Category: Aggression

Begin Date: 04/19/2016

End Date:

SME Code:

	Event Date	Description	Desired Outcome	Progress Status
select	04/19/2016	Need narrative	Desired outcome narrative	Initial
select	04/25/2016	Need narrative	Desired outcome narrative	No Progress Demonstrated

1

10

items per page

1 - 2 of 2 items

Close

Coming in Phase 2

- Face to Face Contacts
 - Will be integrated into a separate object in TFACTS and will no longer be part of the Case Recording module.
- Targeted Case Management (TCM)
 - Derive the TCM elements based on the categorization of the needs and services
 - When those needs/services are reviewed (via a CFTM or some other means) the system will know that the activity was TCM-related.

Questions?



TFACTS Training & Support

- Grand Region TFACTS Trainers
 - West Grand: Deborah.Elijah@tn.gov
 - Middle Grand: Rolanda.D.Perkins@tn.gov
 - East Grand: Benjamin.Harper@tn.gov
- Regional FCCR's
 - [EI_DCS_FCC_\(name of region\)@tn.gov](mailto:EI_DCS_FCC_(name of region)@tn.gov)
- Customer Care Service Desk
 - Toll Free: 888-853-4636
 - Local: 615-741-4636
 - Select "Option 2" for the TFACTS Service Desk



THANK YOU